

Microsoft Project 2016/2013/2010

Course Overview

In this 2-day course, you will learn how to set up and manage a project file to track tasks and the resources required to do those tasks. You will start by learning about the overall Project environment. You will then learn how to build a preliminary project schedule from project goals and estimated tasks. Additionally, you will learn how to refine the schedule by organizing and linking tasks and using top-level down project planning. You will also learn how to adjust and control timelines by using task relationships, task constraints, and task deadlines. You will learn how to add resources to your project to track materials, costs, and task assignments. You will also learn how to manage calendar exceptions for holidays, unusual working days, and vacation time. Additionally, you will learn how to enter costs for resources, tasks, and material items. You will learn how to analyze and manage assignment changes, inactivating tasks and adjusting task types to solve schedule problems. Additionally, you will learn how to view and print your project using sorting, filtering, tables, and views. Finally, you will learn how to set a baseline to archive important task data before you enter actual information which may differ from your original plan. Prerequisite Course: Windows Level 1 or equivalent experience. A basic knowledge of Microsoft Word and Microsoft Excel is helpful but not required.

Course Topics

Exploring Microsoft Project

- Exploring the Project Environment
- Using the Help System
- Customizing the Quick Access Toolbar
- Adjusting the Gantt Chart View
- Changing Views
- Changing Tables Within a View

Starting a New Project

- Creating a New Project File
- Establishing the Timeline
- Entering Tasks
- Inserting, Deleting, and Moving Tasks
- Using the Multiple-Level Undo

Outlining Tasks

- Copying Indented Tasks from Word
- Creating Summary Tasks by Indenting
- Using Auto Scheduled Summary Tasks
- Hiding Subtasks to Collapse the Outline
- Showing Outline (WBS) Numbers
- Modifying an Outline

Scheduling Tasks in Sequence

- About the Finish-to-Start Relationship
- Linking Manually Scheduled Tasks
- Linking Auto Scheduled Tasks
- Using Manually Scheduled Summary Tasks
- Solving Problems with the Task Inspector
- Using the "Move Task" Command
- Troubleshooting Errors

Adjusting the Task Schedule

- Changing Task Relationships
- Entering Lead or Lag Time
- Viewing the Critical Path
- Setting Task Constraints
- Setting Task Deadlines
- "Removing" a Task Constraint
- Inactivating Tasks
- Moving the Entire Project

Communicating the Schedule to Others

- Creating a PDF File
- Adding or Hiding Columns/Fields
- Adding Custom Columns/Fields
- Filtering Tasks
- Printing a View
- Applying Built-In Task Filters
- Applying Highlight Filters

Adding Resources and Calendars

- Viewing the Calendar Settings
- Creating and Using a Project Base Calendar
- Creating Resources
- Assigning Resources to Tasks
- Using a Task Calendar
- Copying a Base Calendar to Global.MPT
- Reusing a Base Calendar in Another File
- Using Material Resources
- Assigning a Part-Time Resource
- Using Resource Calendars

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Modifying Resource Assignments

- Adding a Second Resource to a Task
- Overallocating a Resource
- Solving Overallocation Problems
- Using an Effort Driven Task
- Changing the Task Type
- Examining Resource Assignments

Using Additional Resource Information

- Specifying Resource Initials and Groups
- Adding Resource Notes
- Customizing a Resource Table
- Filtering Resources Using the Filter Arrows
- Using Built-In Resource Filters
- Showing Resource Initials on the Gantt Bars

Establishing Costs

- Entering a Fixed Cost for a Task
- Setting Pay Rates for Resources
- Entering Costs for Materials
- Adding Cost Per Use
- Applying a Cost Filter

Tracking Actual Progress

- Setting and Viewing the Baseline
- Marking Tasks Complete
- Entering Actual Durations
- Using the Tracking Gantt View
- Entering Actual Work Hours